

## ACRONYMS

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#### **ACASS**

Architect-Engineer Contract Administration Support System - ACASS is a web-enabled application that supports the completion, distribution, and retrieval of Architect-Engineer (A-E) contract performance evaluations (DD Form 2631). ACASS also contains the following: (1) Completed SF 330 part II forms (Architect-Engineer Qualifications, general qualifications) which were submitted to the Online Representations and Certifications Application (ORCA) within the past year; (2) a summary of DOD contracts awarded within the past three years. The contract award information is received indirectly from the Federal Procurement System Next Generation (FPDS-NG). <http://cpars.navy.mil/acassmain.htm>.

#### **AFARS**

Army Federal Acquisition Regulation Supplement – Army regulation; applies to all agencies belonging to the Army. Reference the “Regulations” page, for specific information relating to Construction and Architect-Engineer Contracts. <http://farsite.hill.af.mil/VFAFAR1.HTM>.

#### **AIS**

Automated Information System - A web-based application for automated processing of ACASS and CCASS performance evaluations.

#### **AO**

Assessing/Evaluating Official - The Assessing Official is responsible for evaluating contractor performance, validating the proposed ratings and remarks entered by the Assessing Official Representative(s). Assessing Officials have “signature” authority and are allowed to forward evaluations to the contractor representative for review and comment. After receiving and reviewing contractor comments, the Assessing Official has the authority to modify the evaluation. [ACASS / CCASS User's Manual](#).

#### **AOR**

Assessing Official Representative - An Assessing Official Representative has the authority to initiate and update evaluations, but **does not** have the authority to send the evaluation to the Defense Contractor Representative or to finalize an evaluation. [ACASS / CCASS User's Manual](#).

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#### **BAR**

Business Analysis Reports - This access level is applicable to ACASS and CCASS only. It allows Government personnel to retrieve ACASS and CCASS information that is used to support official Government business. [Business Analysis Reports Access Request Form](#).

#### **BPN**

Business Partner Network - The Business Partner Network is a source for vendor data for the Federal Government, and provides links several key data bases (CCR, ORCA and PPIRS) across Federal Agencies. <http://www.bpn.gov/>.

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### **CAIC**

Contractor Appraisal Information Center (Portland District) – the ACASS/CCASS help desk, is maintained and operated by the Executive Agent for ACASS and CCASS, the US Army Corps of Engineers [CAIC Help Desk](#).

### **CCASS**

Construction Contractor Appraisal Support System - CCASS is a web-enabled application that supports the completion, distribution, and retrieval of Construction contract performance evaluations (DD Form 2626) and a summary of DOD contracts awarded within the past three years. The contract award information is received indirectly from the Federal Procurement System Next Generation (FPDS-NG).

<http://cpars.navy.mil/ccassmain.htm>.

### **CCR**

Central Contractor Registration - To be eligible for contract award, a firm must register in the DoD Central Contractor Registration (CCR), using their Dun & Bradstreet (DUNS) number as a unique firm identifier.

<http://www.ccr.gov/Default.aspx>.

### **CPARS**

Contractor Performance Assessment Reporting System – CPARS has two meanings. It refers to the overall past-performance reporting system which includes three sub-modules: ACASS (Architect-Engineer evaluations), CCASS (Construction evaluations), and CPARS (Service and Supply evaluations). CPARS also refers to the sub-module which is a web-enabled application that collects and Service and Supply performance evaluations. <http://cpars.navy.mil/cparsmain.htm>.

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### **DD Form**

Department of Defense Form – refers to forms used by Department of Defense agencies.

### **DoD / DOD**

Department of Defense - <http://www.defenselink.mil/>.

### **DFARS**

Defense Federal Acquisition Regulation Supplement – Department of Defense (DOD) regulations; applies to all DOD agencies. Reference the “Regulations” page, for specific information relating to Construction and Architect-Engineer Contracts.

<http://akss.dau.mil/servlet/ActionController?Organization=4&screen=Policies>.

### **DUNS**

Data Universal Numbering System (Dun & Bradstreet) - The Data Universal Numbering System (DUNS) is a unique nine-character company identification number issued by Dun & Bradstreet, to verify or locate a DUNS number for the firm in the Central Contractor Registration (CCR). The Duns also allows you to access other government applications such as the Past Performance Information Retrieval System (PPIRS) and Contractor Performance Assessment Reporting System (CPARS). <http://www.dnb.com/us/>.

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**EFARS**

Engineer Federal Acquisition Regulation Supplement – US Army Corps of Engineers regulations. Reference the “Regulations” page, for specific information relating to Construction and Architect-Engineer Contracts. <http://www.hq.usace.army.mil/cepr/efars/part36.pdf>.

**EP**

Engineer Pamphlet – US Army Corps of Engineers (USACE) guidance; applies to all USACE offices, districts, and divisions. Reference the “Regulations” page, for specific information relating to Architect-Engineer. <http://www.usace.army.mil/publications/eng-pamphlets/>.

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**FAR**

Federal Acquisition Regulation – Federal Government regulation; applies to all federal agencies. Reference the “Regulations” page, for specific information relating to Construction and Architect-Engineer Contracts. <http://www.arnet.gov/FAR/>.

**FOIA**

Freedom of Information Act - When a Freedom of Information Act (FOIA) request is received for ACASS and/or CCASS performance evaluations the recipient will refer the request to the cognizant FOIA office. Past performance evaluation information is privileged source selection information and is not releasable under the Freedom of Information Act. Past performance evaluations may be withheld from public disclosure under Exemption 5 of the Freedom of Information Act. <http://www.dod.mil/pubs/foi/>.

**FOUO**

For Official Use Only - All ACASS and/or CCASS information is treated as “For Official Use Only/Source Selection Information” in accordance with FAR 2.101 and 3.104 and the DoD Guide to Collection and Use of Past Performance Information. <http://www.nswc.navy.mil/ISSEC/Guidance/FOUO.html>.

**FP**

Focal Point - The Focal Point is responsible for the collection, distribution, and control of evaluations. Focal Points are key players in the success of the ACASS and CCASS automated processes, for more information go to <http://cpars.navy.mil>. Focal Point access is granted only upon the completion of a signed [Focal Point User Access Request Form](#).

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**HQUSACE**

Headquarters, United States Army Corps of Engineers - <http://www.hq.usace.army.mil/hqhome/>.

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**IDIQ (ID/IQ)**

Indefinite-Delivery Indefinite-Quantity – For IDIQ contractors, it is the responsibility of the ordering activity (contract administration office) to complete a performance evaluation for each individual task order which meets the threshold established in the FAR; or, if the IDIQ contract meets the thresholds established in the FAR, but all individual task orders are below the threshold, the ordering activity will, at a minimum, complete a consolidated performance evaluation for the IDIQ contract. FAR [Subpart 16.5 Indefinite-Delivery Contracts](#).

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**MPIN**

Marketing Partner Identification Number - A personal code that you create and register in CCR. The MPIN also allows you to access other government applications such as the Past Performance Information Retrieval System (PPIRS). The MPIN acts as your password in these other systems, and you should guard it as such. You make up the code and register it in CCR. The MPIN must have 9 digits containing at least one alpha character and one number (no spaces or special characters permitted). <http://www.ccr.gov/FAQ.aspx>.

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**NAICS**

North American Industrial Classification System - The North American Industry Classification Standard (NAICS) code replaces the Standard Industry Classification (SIC) code.  
<http://www.census.gov/epcd/www/naics.html>.

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**O&M**

**Operation & Maintenance**

## **ORCA**

Online Representations and Certifications Application - A web-based system that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations and previously found in solicitations. [SF 330 Part II](#) information submitted to ORCA is transmitted to the Architect-Engineer Contract Administration Support System (ACASS) component of the Contractor Performance Assessment Reporting System (CPARS). Submission of the SF 330 Part II through ORCA is voluntary. You will need to review and/or update your ORCA record at least annually in order to maintain its active status. <https://orca.bpn.gov/>.

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## **P2**

Programs & Project Management Software System / PROMIS Phase II - The Project Management Automated Information System (P2) is the Corps standard automated system supporting the business processes of Programs and Project Management. [Project Management Business Process Portal](#).

## **PKI**

Public Key Infrastructure - A Department of Defense (DoD) PKI Identity Certificate is required for all DoD users and contractors accessing CPARS, ACASS, and CCASS. Non-DoD Government users may continue to access CPARS, ACASS, and CCASS without a Certificate. [More PKI Information](#).

## **PPI**

Past Performance Information – The Past Performance Information Guide explains best practices for the use of past performance information during the periods of source selection, ongoing performance, and collection of information.

[http://www.acq.osd.mil/dpap/Docs/PPI\\_Guide\\_2003\\_final.pdf](http://www.acq.osd.mil/dpap/Docs/PPI_Guide_2003_final.pdf).

## **PPIRS**

Past Performance Information Retrieval System - PPIRS assists Federal acquisition officials make source selections by serving as the single source for contractor past performance data. PPIRS provides a query capability for authorized users to retrieve performance evaluations detailing a contractor's past performance. PPIRS functions as the central warehouse for performance assessment reports received from ACASS and CCASS, as well as all other major federal performance collection systems: Government access is restricted to those individuals who are working on source selections. Contractors may view only their own data. A contractor must be registered in the CCR and must have created a Marketing Partner Identification Number (MPIN) in the CCR profile to access their performance information. <http://www.ppirs.gov/>.

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**RFP**

Request For Proposal - A solicitation used in negotiated acquisition to communicate government requirements to prospective contractor and to solicit proposals. <https://acc.dau.mil/CommunityBrowser.aspx?id=29018>.

**RMS**

Resident Management System – Within the Corps of Engineers, Construction evaluations are initiated in RMS. When the evaluator has prepared the evaluation to the point it is ready to be sent to the Assessing Official, it will be marked completed and ready to be sent to CCASS in RMS. The evaluation will be exported from RMS to CCASS. When the evaluation from RMS is imported into CCASS, the contract will automatically be registered. It is not necessary to “pre-register contracts” in CCASS when using the RMS-CCASS interface. [RMS User Guide](#).

**RO**

Reviewing Official - The Reviewing Official is responsible for ensuring that the evaluation is a fair and accurate assessment of the Defense Contractor's performance for the specific contract/order and performance period. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official's evaluation and the Contractor's remarks. [ACASS / CCASS User's Manual](#).

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**SF**

Standard Form – refers to forms used by most federal government agencies.

**SIC**

Standard Industry Classification Code - The Standard Industry Classification (SIC) code has been replaced by the North American Industry Classification Standard (NAICS) code, but several data sets are still available with SIC-based data. Both SIC and NAICS classify establishments by their primary type of activity. <http://www.census.gov/epcd/www/sic.html>.

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**USACE**

United States Army Corps of Engineers - <http://www.usace.army.mil/>.

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